

7 July 1981

MEMORANDUM FOR: Associate Deputy Director for Processing, ODP, DDA

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FROM:

[REDACTED]
Plans & Support Staff, OMS

SUBJECT: Building Requirements 1987 - 2000

REFERENCE: Your Memo ODP 81-731 dtd 9 Jun 81, Same Subj.

1. The Office of Medical Services is presently located in the Headquarters, Chamber of Commerce and Ames Buildings. It is our hope that current planning will be able to consolidate these facilities into one location. This should speed processing time of personnel and render better services to the Agency. To minimize the cost of relocating X-ray and lab equipment, it is suggested that the Office of Medical Services remain in the present Headquarters Building. Additional space would be needed for personnel working in the Chamber of Commerce and Ames Buildings.

2. The following are 1987 - 2000 projections for personnel, space and equipment:

- A. Personnel
- B. Space
- C. Equipment

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34,500 sq. ft.
25 Terminals
12 NBI Typewriters or equivalent
4 Multiplex Printers

3. If OMS is moved to the new building, consideration will have to be given to the following:

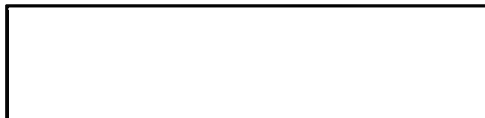
- A. X-ray installation, i.e., lead walls, special power, door opening to accomodate movement of equipment.
- B. Relocation of current power files or design of new filing system for medical records.
- C. Relocation of SMA II chemistry analyzer and Hemac 4000 blood counter.
- D. Plumbing and necessary hardware for laboratory and X-ray departments.

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4. A non-badged entrance would be needed at Headquarters or the new building for dependents and new applicants.

5. The projections in Paragraph 2 are based on the most current estimates of this office. If any additional information is needed, please contact me on extension

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